



DEPARTMENT OF FINANCE & ADMINISTRATION  
Office of Personnel Management  
**Weekly Time Sheet (Short Form)**

Employee Name <i>(Last, First, Middle)</i>			Data Entry Period Begins: <i>(MM/DD/YY)</i>		
Personnel Number	Business Area	Personnel Area	Data Entry Period Ends: <i>(MM/DD/YY)</i>		

A/A Type	Wage Type	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
		From	To	From	To	From	To	From	To	From	To	From	To	From	To

**AUTHORIZATION:** I hereby certify that the above information is correct.

Employee Signature		Date <i>(MM/DD/YY)</i>	
Supervisor's Signature	Keyed by	Date <i>(MM/DD/YY)</i>	

**ATTENDANCE TYPES**

ATTN – Attendance Hours Worked  
 OT10 – Overtime @ 1.0 x\*  
 CT10 – Compensatory Time @ 1.0 x\*\*  
 OT15 – Overtime @ 1.5x  
 CT15 – Compensatory Time @ 1.5X  
 TRNG – Training  
 OFST – Off-site Hours worked  
 WKHL – Worked Holiday

**WAGE TYPES**

1209 – Difficult to fill 5.5 (For agency 710 (DHS) only)  
 1212 – Shift Premium  
 1217 – Maximum Security (For agency 480 (ADC) only)  
 1218 – Hazardous Duty

**For agency 645 (ADH) only**

1222 – On Call normal hours LPN = \$18  
 1223 – On Call normal hours LPN = \$20  
 1224 – On Call normal hours RN = \$25  
 1225 – On Call normal hours RN = \$30  
 1230 – Availability Weekday Hospital = \$4  
 1231 – Availability Weekend/Holiday = \$5  
 1232 – Availability Weekday Home Health = \$8  
 1233 – Availability Weekend/Holiday = \$15

**Note to  
Time Entry Specialist:**

*If a time sheet  
contains an entry  
in the position column,  
you must enter an “S”  
in the  
OT (Object Type)  
column.*

**Absence Types**

ADMP – Administrative Leave paid	FMLA – Family Medical Annual	MILL – Military leave without pay
ADMU – Administrative Leave without pay	FMLT – Family Medical CAT leave	MILV – Military Leave Quota
ANNL – Annual Leave	FMLH – Family Medical Holiday	PROL – Governor's Proclamation
CATL – Catastrophic Leave	FMLL – Family Medical without pay	SICK – Sick/Illness
CNJL – Court and Jury Leave	FMLS – Family Medical Sick	WKCA – Workers Comp Annual
COMP – Compensatory Leave	HLDY – Holiday	WKCH – Workers Comp Holiday
DISP – Disciplinary Leave without pay	INCL – Inclement Weather	WKCL – Workers Comp LWOP
DSTR – Disaster Service	LWOP – Leave without pay	WKCS – Workers Comp Sick
EDUN – Educational Leave without pay	MILA – Military Leave Annual	WKCC – Workers Comp Comp leave
EDUP – Educational Leave with pay	MILC – Military Leave Comp	WKCT – Workers Comp CAT leave
EMBD – Employee Birthday	MILH – Military Leave Holiday	SCHL – School Closing